



CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MINNESOTA 55101-1024

SIGN PERMIT APPLICATION

Visit our Web Site at www.stpaul.gov/dsi

PROJECT ADDRESS	Number	Street Name	St. Ave. Blvd. Etc.	N S E W	Suite/Apt	Building Name	Date																																														
Sign Contractor (Include Contact Person)			Address City State, Zip+4			Phone																																															
Business / Owner (Include Contact Person)			Address City State, Zip+4			Phone																																															
Type of Sign Business <input type="checkbox"/> Off-premise Advertising - (Include City Ref #) <input type="checkbox"/> # _____			Type of Work New <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Demo <input type="checkbox"/>		Est. Start Date	Est. Finish Date	Est. Project Value																																														
Notice: A Site Plan and a Drawing of each sign must accompany this permit application.																																																					
Place X or check mark in square next to sign type. Enter number of signs of selected type, width & length in feet & inches, and total square feet of sign. Use additional columns for signs of different sizes or list in the Description of Project box.						Lot Dimension Width Length																																															
<table border="1"><thead><tr><th>Wall</th><th>Wall</th><th>Wall</th><th>Wall</th><th></th></tr></thead><tbody><tr><td>Projecting</td><td>Projecting</td><td>Projecting</td><td>Projecting</td><td rowspan="4">Total existing signage on this property before project begins</td></tr><tr><td>Free Standing</td><td>Free Standing</td><td>Free Standing</td><td>Free Standing</td></tr><tr><td>Roof</td><td>Roof</td><td>Roof</td><td>Roof</td></tr><tr><td>Quantity</td><td>Quantity</td><td>Quantity</td><td>Quantity</td></tr><tr><td>Width</td><td>Width</td><td>Width</td><td>Width</td><td rowspan="2">Signage to be removed from property</td></tr><tr><td>Length</td><td>Length</td><td>Length</td><td>Length</td></tr><tr><td>Sq. Feet</td><td>Sq. Feet</td><td>Sq. Feet</td><td>Sq. Feet</td><td rowspan="2">Total signage proposed for this project</td></tr><tr><td colspan="4">Is an Awning included in this permit? <input type="checkbox"/> Yes Projection away from Building (ft/in) <input type="checkbox"/> Structure Size: Height Length (Awning)</td></tr><tr><td colspan="4"></td><td>Total signage on property After work is completed</td><td></td></tr></tbody></table>						Wall	Wall	Wall	Wall		Projecting	Projecting	Projecting	Projecting	Total existing signage on this property before project begins	Free Standing	Free Standing	Free Standing	Free Standing	Roof	Roof	Roof	Roof	Quantity	Quantity	Quantity	Quantity	Width	Width	Width	Width	Signage to be removed from property	Length	Length	Length	Length	Sq. Feet	Sq. Feet	Sq. Feet	Sq. Feet	Total signage proposed for this project	Is an Awning included in this permit? <input type="checkbox"/> Yes Projection away from Building (ft/in) <input type="checkbox"/> Structure Size: Height Length (Awning)								Total signage on property After work is completed		Street Frontage (Number of Feet)	
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						Is the Sign located on a Corner Lot? Yes <input type="checkbox"/> No <input type="checkbox"/>																																															
						Is the Sign in a Shopping Center/Mall or Multi-Tenant Bldg? Yes <input type="checkbox"/> No <input type="checkbox"/>																																															
						Does the Sign project over Public Right of Way ? Yes <input type="checkbox"/> No <input type="checkbox"/>																																															
						If Yes, a Certificate of Insurance may be required, Call 651-266-9080.																																															
A separate electrical permit is REQUIRED for any illuminated or electrical sign. State electrical contractor performing work:						Enter Amount of Projection over Public Right of Way (inches) :																																															
Copy to Read / Description of Project :						SUMMARY OF FEES																																															
<table border="1"><thead><tr><th>PORTABLE SIGNS</th><th>How Many ?</th><th>Total Square Feet</th><th>Sign Dimensions</th><th>Width</th><th>Length</th><th>Height</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						PORTABLE SIGNS	How Many ?	Total Square Feet	Sign Dimensions	Width	Length	Height	<input type="checkbox"/>							Sign Permit Fee \$																																	
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Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.						Special Sign District Fee \$																																															
Applicant's Signature: _____ Date: _____						State Surcharge \$																																															
OFFICE USE ONLY		PERMIT # →				Total Permit Fee \$																																															
Zoning Remarks :		Certificate of Insurance		Zoning District :		Would you like your permit faxed to you? If Yes, Enter your fax # with area code below : () -																																															
Structural / Plan Review Remarks:				PIN																																																	
				Allowable Signage:																																																	
				Review By		Date																																															
American Express				Discover		MasterCard																																															
Visa				Expiration Month /Year →																																																	
Enter Account Number → → →																																																					

If you are paying for your permit by *American Express, Discover, MasterCard* or *Visa*, you may fax your application.
The credit card information section must be filled in and signed.
Our FAX number is 651-266-9124.

If paying by check, please mail the application and the check to us. Make checks payable to: City of St Paul

Signature of Cardholder :

INSTRUCTIONS FOR SIGN PERMITS

Effective 01/04/2006

OTHER REQUIREMENTS

A site plan drawing must be submitted with each application stating the following information
(some special sign districts require scaled drawings):

1. All lot dimensions, including street frontage(s). Corner lots must be indicated.
2. Location of structure(s).
3. Street and alley locations.
4. Include the type, size, height, and location of the proposed sign(s), and a rendering of the sign(s) showing their copy and dimensions.
5. If sign projects over public property, indicate its height, ground clearance, and amount of projection into the public right-of-way.
6. Freestanding and Roof Signs larger than 50 square feet require structural plans.
7. Modifications made to buildings to accommodate a sign installation require a separate building permit.
8. For any work involving Nonconforming Signs (excluding demolition work), include a certified survey stating the location, size, and height of the existing and proposed repaired or replacement sign.
9. For Wall Signs, include a picture or detailed rendering of the building showing where the sign will be located.
10. For Advertising Signs, include a signed lease agreement.
11. For Portable Signs, include the name and address of the company the sign is being rented from.

FEES:

Type I – Wall and Projecting Signs: \$2.60 for each square foot with a minimum fee of \$70.00

Type II- Roof and Freestanding Signs: \$2.70 for each square foot with a minimum fee of \$75.00

Type III- Temporary and Portable Signs: \$52.00

Type IV – Awnings with signage: \$2.10 per linear foot with a minimum fee of \$58.00

Type V – Demolition of Signs: \$70.00

Type VI – Repair Existing Signs: 25% of the fee for a new or replacement sign, with a minimum fee of \$70.00

Type VII – Marquee over public property: \$138.00

SURCHARGES:

Special Sign District Fee:

\$25.00

State Surcharge:

50 cents per permit application w/fee up to \$1,000.00, .0005 of fee in excess of \$1,000.00 (applicable only to signs attached to buildings and is per application not per sign)

Any sign which projects beyond 15" into a public right-of-way requires a certificate of insurance.
Call 651-266-9080 for information.

FOR INFORMATION ON SIGN PERMITS CONTACT ZONING AT 651-266-9080

APPROVAL AREA {For Office Use Only}			
OFFICE	REQUIRED	APPROVAL NUMBER	DATE/REMARKS/INITIALS
Heritage Preservation Commission (HPC)			
Special Sign District			
Inspectors are in the office for inspection requests between 7:30 AM – 9:00 AM, Monday – Friday Inspectors' Phone Number is 651-266-9002 To Contact Zoning, Call 651-266-9080			

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